

## Weekly Update

Week of Oct. 22, 2018

**Subject:** SCEIS Central – ESS: enter, edit and delete Leave Requests webinar and release of Leave Request training materials Oct. 25

**Audience:** All SCEIS Users

The SCEIS Team would like to remind users who currently submit leave requests in MySCEmployee to register for the SCEIS Central – ESS: Enter, edit and delete Leave Requests webinar Thursday, Oct. 25, 2018. **The registration deadline for this webinar is Wednesday, Oct. 24, at noon.**

There is a limited number of telephone lines for each webinar. When possible, please coordinate with others in your agency to reserve a conference room with a speaker phone so multiple employees can attend the webinar using only one telephone line. When registering, please indicate whether you are the only participant or if you are registering for a group. Group callers will be asked how many employees are taking part.

### **SCEIS Central webinar – ESS: Enter, edit and delete Leave Requests**

**Date and Time:** Thursday, Oct. 25, 2018, — 2-2:30 p.m.

**Target Audience:** Employees who currently submit leave requests in MySCEmployee.

**Registration Deadline:** Noon the day before the webinar

[Click here to register.](#)

After the webinar, all training materials related to submitting leave requests in SCEIS Central will be available in MySCLearning under the course name SCEIS130V. SCEIS130V will be recommended to all users through the Recommendations tile in MySCLearning. Users will receive an email notification announcing the availability of the materials if they have a valid email address in SCEIS. Users may access SCEIS130V resources by clicking on the course title in the Recommendations tile. **SCEIS130V will also be included in an overview course that all SCEIS users will be required to take.**

SCEIS130V SCEIS Central – ESS: Leave Requests will contain:

<b>Videos:</b>	<b>Quick Reference Cards:</b>
Leave Overview	Leave Overview
Create a Leave Request for One Day or Less	Create a Leave Request for One Day or Less
Create a Leave Request for More than One Day	Create a Leave Request for More than One Day
Edit a Leave Request	Edit a Leave Request
Delete a Leave Request	Delete a Leave Request

***Both the videos and Quick Reference Cards contain the same information for each topic. Users can determine which method to review.***

If you have any questions about this message, please email [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).